

# How to Conduct Direct Certification Using Individual Student Lookup

**STEP-BY-STEP INSTRUCTION**

Revised June 2020

Professional Standards Learning Code: 3120





# Arizona Department of Education (ADE)

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This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

## Intended Audience

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This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP)**. All regulations are specific to operating the NSLP under the direction of ADE.

## Professional Standards

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Information to include when documenting this training for Professional Standards:

**Training Title:** How to Conduct Direct Certification Using Individual Student Lookup

**Key Area:** 3000 – Administration

**Learning Codes:** 3120

**Length:** 30 minutes

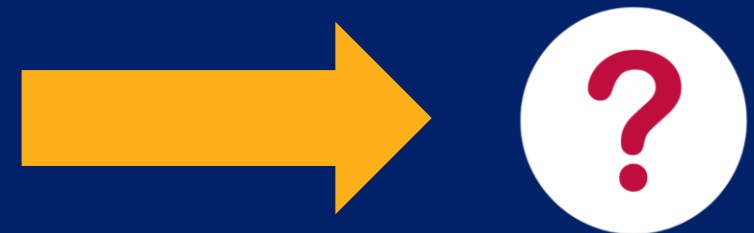
# Objectives

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At the end of this training, attendees should be able to:

- understand how to conduct CNP Direct Certification using Individual Student Lookup; and
- be aware of common errors that arise using this search method.

- Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



# How to Conduct Direct Certification Using Individual Student Lookup

## This Step-by-Step Instruction will include:

Overview of the CNP Direct Certification Process	Slides 6 – 10
Log Into CNP Direct Certification	Slides 11 – 19
Individual Student Lookup	Slides 20 – 40

*The following slides will only cover how-to instructions for Individual Student Lookup. Please refer back to the [ADE Online Training Library](#) for other How-To Guides outlining other search methods in CNP Direct Certification.*

# Overview of the CNP Direct Certification Process



# Overview of the CNP Direct Certification Process

## Direct Certification

***Direct Certification*** is the process of determining which students are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Students directly certified will automatically receive free meal benefits without submitting a household application.

ADE houses an online computer matching system called ***CNP Direct Certification*** which allows SFAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

- SFAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits without a household application within the current program year.

# Overview of the CNP Direct Certification Process

## Individual Student Lookup

This method is recommended when searching a small number of students. It allows the user to search up to 99 students at a time and does not require any file uploads. This method is best applied when conducting direct certification for newly enrolled students.

**CNP Direct Certification**

Home Direct Certification Email Notification Administration

### Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format: Standard (First and Last Name, Birthdate)

S.No	First Name	Last Name	Birth Date
1			

Search Clear

**Type the student's data directly into this search table.**



When is it recommended to use Individual Student Lookup when conducting direct certification?

- A) When total enrollment is being searched.
- B) When a large number of students is being searched.
- C) When a small number of students is being searched.



When is it recommended to use Individual Student Lookup when conducting direct certification?

- A) When total enrollment is being searched.
- B) When a large number of students is being searched.
- C) When a small number of students is being searched.**

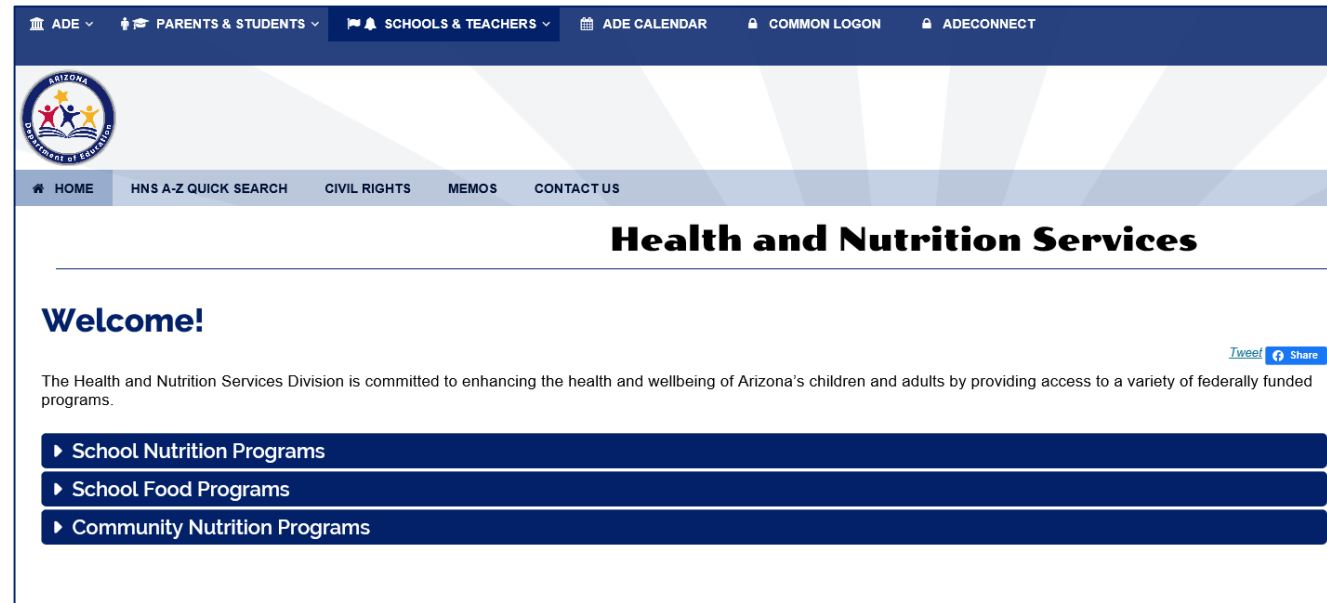
**Individual Student Lookup should be used when a small number of students is being searched because the user will directly type student information into the CNP Direct Certification system.**

# **Log Into CNP Direct Certification**



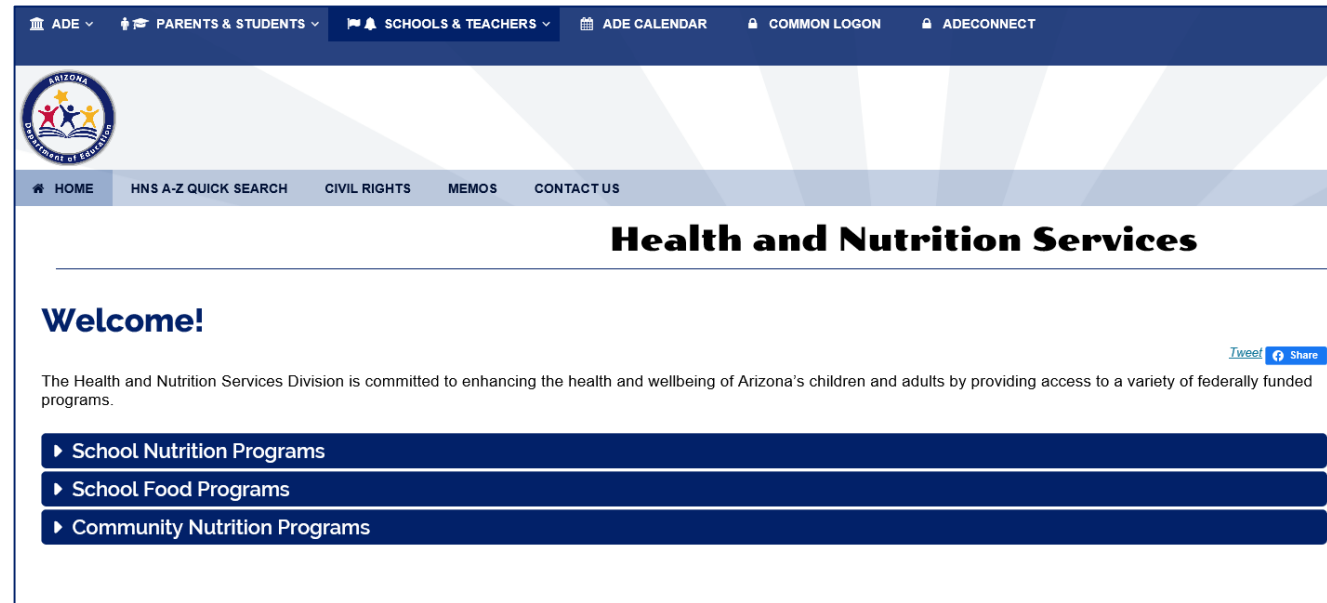
# Log Into CNP Direct Certification

1. Go to the ADE Health and Nutrition Webpage:  
<http://www.azed.gov/hns/>.



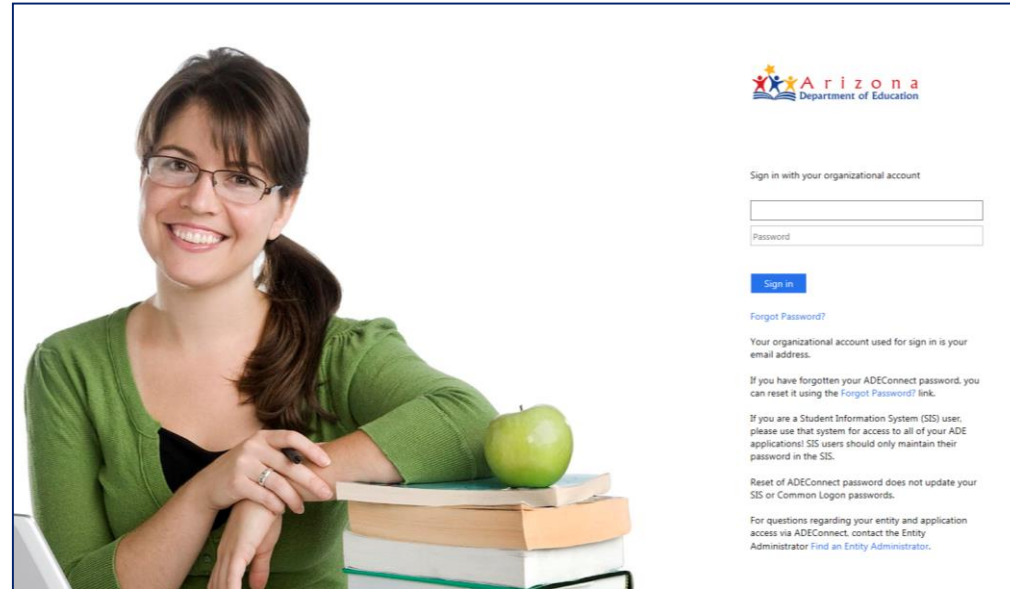
# Log Into CNP Direct Certification

2. Click on ADEConnect found on the top part of the webpage.



# Log Into CNP Direct Certification

A new webpage will load. It should look like this screen:




You must have a username and password in order to ADEConnect\*

*\*Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

# Log Into CNP Direct Certification

3. Enter your username and password.



Sign in with your organizational account

Password

[Sign in](#)

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

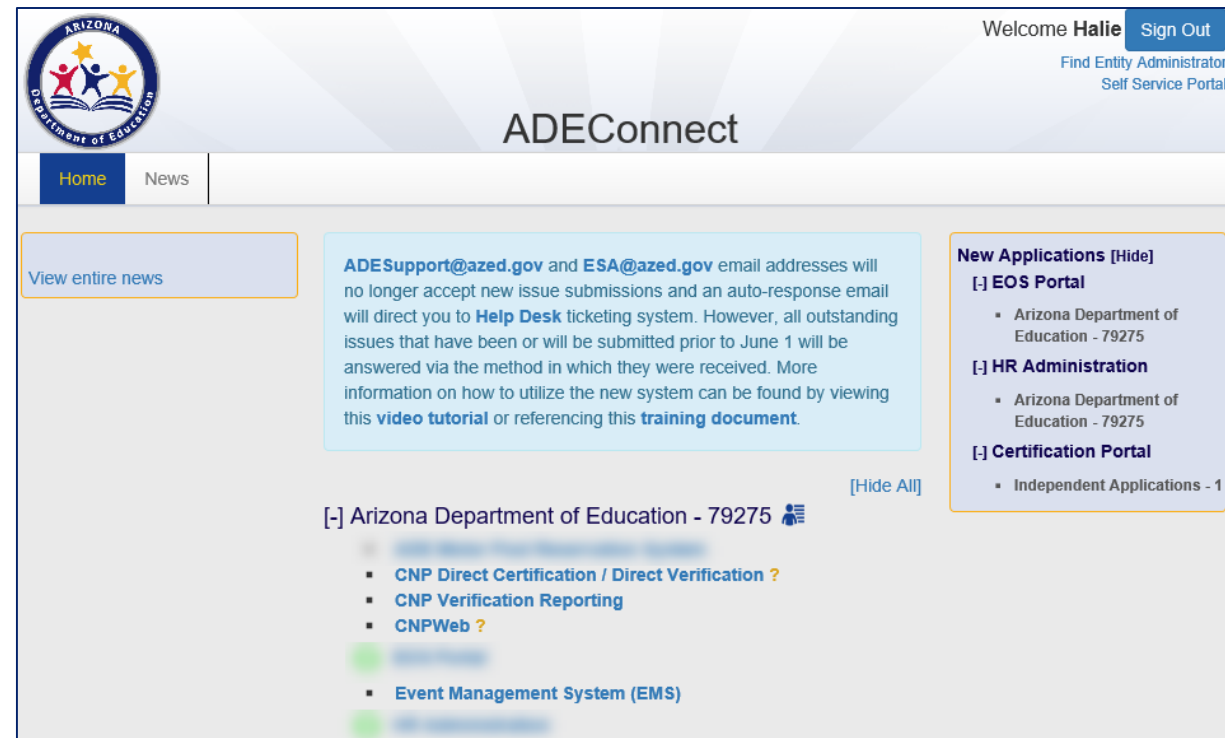
Reset of ADEConnect password does not update your SIS or Common Logon passwords.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).

*\*Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

# Log Into CNP Direct Certification

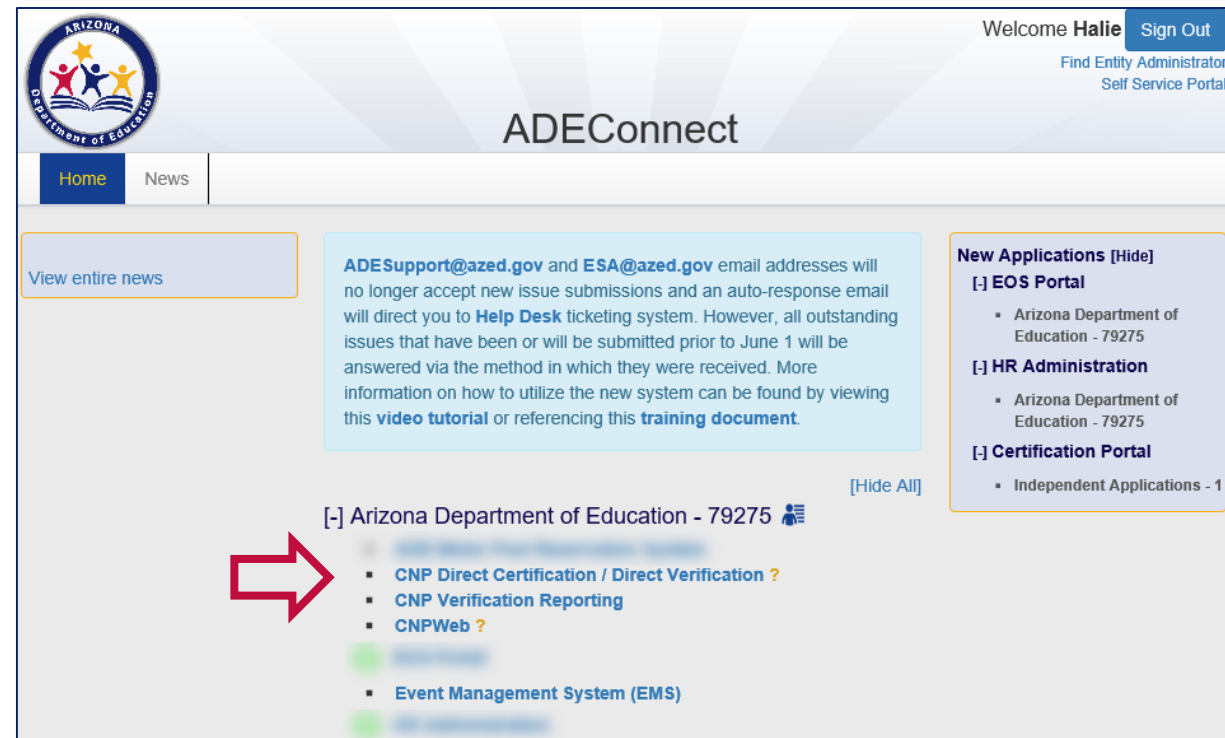
You have successfully logged into ADEConnect. After logging in, the webpage will display all accessible ADEConnect applications.





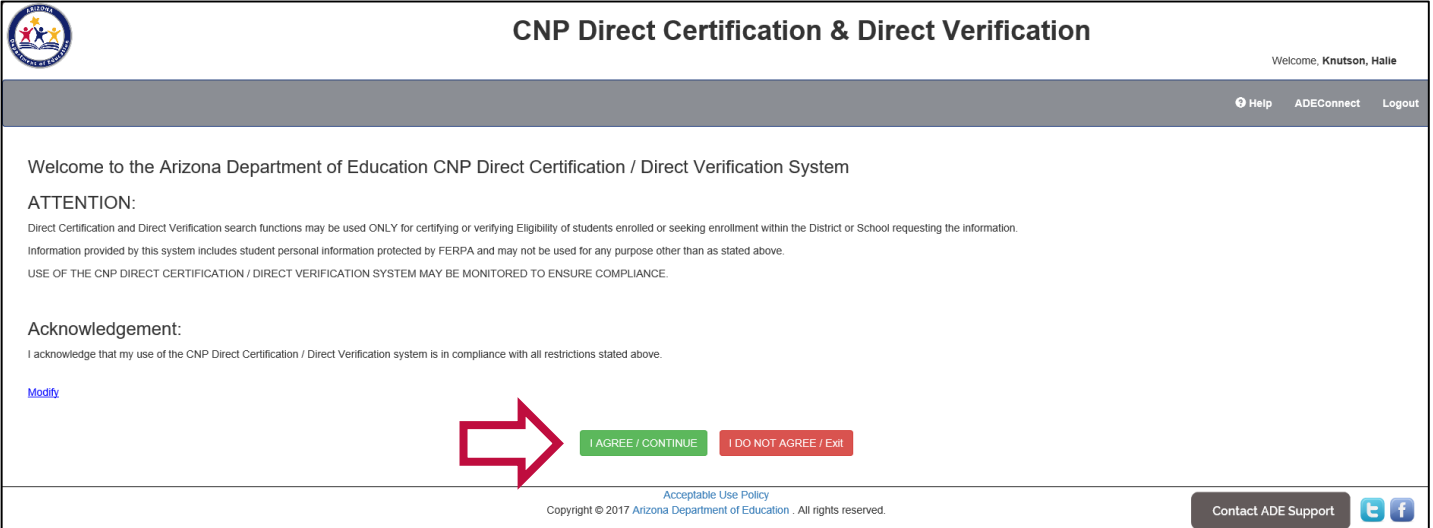
# Log Into CNP Direct Certification

4. Click on CNP Direct Certification / Direct Verification.



# Log Into CNP Direct Certification

You have successfully logged into the CNP Direct Certification/Direct Verification System. A new screen will load and it will look like this:



The screenshot shows the login page for the CNP Direct Certification & Direct Verification system. The header includes the Arizona Department of Education logo, the system title, and a welcome message for user Knutson, Haile. A navigation bar contains links for Help, ADEConnect, and Logout. The main content area includes a welcome message, an attention section with FERPA compliance information, and an acknowledgement section. A red arrow points to the 'I AGREE / CONTINUE' button. The footer contains a link to the Acceptable Use Policy, copyright information, and a contact support button with social media icons.

**CNP Direct Certification & Direct Verification**

Welcome, Knutson, Haile

Help ADEConnect Logout

Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System

**ATTENTION:**

Direct Certification and Direct Verification search functions may be used ONLY for certifying or verifying Eligibility of students enrolled or seeking enrollment within the District or School requesting the information.

Information provided by this system includes student personal information protected by FERPA and may not be used for any purpose other than as stated above.

USE OF THE CNP DIRECT CERTIFICATION / DIRECT VERIFICATION SYSTEM MAY BE MONITORED TO ENSURE COMPLIANCE.

**Acknowledgement:**

I acknowledge that my use of the CNP Direct Certification / Direct Verification system is in compliance with all restrictions stated above.

[Modify](#)

**I AGREE / CONTINUE** **I DO NOT AGREE / Exit**

[Acceptable Use Policy](#)  
Copyright © 2017 Arizona Department of Education . All rights reserved.

Contact ADE Support [t](#) [f](#)

*\*User must read the FERPA Compliance statement and acknowledge appropriate use of the system by clicking **I AGREE/CONTINUE** in order to proceed to CNP Direct Certification.*

# Log Into CNP Direct Certification

You will then be brought to a new screen where you must select CNP Direct Certification by clicking on the **Proceed to Direct Certification >>>** button.

The screenshot shows the 'CNP Direct Certification & Direct Verification' web application. The header includes the Arizona Department of Education logo, the title 'CNP Direct Certification & Direct Verification', and a welcome message 'Welcome, Knutson, Halie'. Navigation links for 'Home', 'Help', 'ADEConnect', and 'Logout' are present. The main content area is divided into two columns. The left column, titled 'Direct Certification', contains text explaining the process and a 'Proceed to Direct Certification >>>' button, which is highlighted by a red arrow. The right column, titled 'Direct Verification', includes a date 'Available October 1st', explanatory text, and a 'Proceed to Direct Verification >>>' button. A footer section contains an 'Acceptable Use Policy' link, copyright information for 2017, and a 'Contact ADE Support' button with social media icons.



# Individual Student Lookup



# Individual Student Lookup

## Arizona Education Data Standards (AzEDS)

**Arizona Education Data Standards (AzEDS)**- Arizona Department of Education's (ADE's) information system that maintains and reports student level data for students attending a public educational institution in Arizona.

**State Student ID**- ADE assigns each student with an AzEDS State Student ID (formerly known as SAIS ID) that acts as a student identifier from K-12<sup>th</sup> grade.

Student data is pulled from the pre-populated enrollment information in AzEDS. State Student IDs can be utilized to conduct direct certification only if the LEA uses AzEDS to send information to ADE.

# Individual Student Lookup

## Search Types in Individual Student Lookup

In order for a student to match, SFAs must enter identifiable student data into CNP Direct Certification.

Individual Student Lookup provides SFAs the opportunity to choose from four different search types to determine if a student matches in CNP Direct Certification.

Search Types:

- Standard (First and Last Name and Birthdate)
- State Student ID
- SSN
- Case Number

The following slides will guide you through each type listed above.

# Individual Student Lookup

## CNP Direct Certification Homepage

Once the user has agreed to the FERPA Compliance statement displayed and has selected the CNP Direct Certification portal, this screen will appear:

**CNP Direct Certification**

Welcome, Knutson, Halie

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

**Direct Certification Updates - April 2, 2020**

The United States Department of Agriculture COVID-19: Child Nutrition Response #6 for the National Waiver of Community Eligibility Provision (CEP) Deadlines in the National School Lunch and School Breakfast Programs. Arizona Department of Education elects the use of this waiver extending the due date for School Food Authorities to submit the annual school-level identified student and enrollment data elements to the Arizona Department of Education, from April 15 to **June 15, 2020**. This waiver also extends the deadline for LEAs to elect CEP for the upcoming school year (PY2021) from June 30 to **August 31**. Please reference [HNS10-2020](#) for further details.

**Direct Certification Updates - July 1, 2019**

Welcome to school year 2020. State Match searches will not be available until your School District/Charter begins to send data to AzEDs via your Student Information System (SIS).

All file uploads will be available beginning July 2, 2019.

For Direct Certification Best Practices, please review the following webinar: [Direct Certification Best Practices](#)

**Direct Certification Updates -March 29, 2019:**

April 1 data must be collected and reported no later than April 15th for Annual Public Notification and Data Submission for all LEAs

All LEAs collect student information for each site. This includes the total number of identified students and the total number of enrolled students at each NSLP site.

The identified students are students directly certified through SNAP, TANF, and FDPIR participation as well as homeless students on the liaison list, Head Start, pre-K Even Start, migrant youth, runaway, and non-applicant's approval by local officials identified through means other than an application. Foster children certified through means other than an application are also included as well as students certified for free meals based on a letter provided by the SNAP agency. Students who are categorically eligible based on information, such as a case number or, submitted through a free and reduced-price application are NOT included. Students certified for free or reduced-price meal benefits based on a household application are NOT included.

Enrolled students are students who are enrolled and attending schools, and have access to at least one meal service (School Breakfast Program (SBP) or NSLP) daily. The number of enrolled students includes all students with access to the SBP or NSLP, and not just those students participating in the programs.

Step by step instruction on completing this requirement is detailed in memo <https://cms.azed.gov/home/GetDocumentFile?id=5c869b111dc250c085f1508>>HNS 03-2019 Annual Public Notification and Data Submission for All LEAs-Community Eligibility Provision

Help Video for CEP Data Collection Tool:  
[CEP Data Collection Tool Help Video](#)

**AUTOMATED MATCHING**


CNP Direct Certification system now conducts automated searches and provides users who opt-in to the email subscription, a notice when a new match has been found. The automated system searches records nightly for new matches. Users must opt-in to the email subscription to receive these notifications. To opt-in click the 'Email Notification' link in the menu bar at the top of the CNP Direct Certification page, click 'Opt-in' and then click 'Save'.

# Individual Student Lookup

## Choose Individual Student Lookup

To start a search using Individual Student Lookup, go to the *Direct Certification* dropdown and select *Individual Student Lookup*.





### CNP Direct Certification

- Home
- Direct Certification
- Email Notification
- Administration

- File Upload
- State Match
- Individual Student Lookup
- Comprehensive Reports
- Search History
- CEP Data Collection

Direct Certification

The Unified Education waiver also

Future COVID-19: Child Nutrition Response #6 for the National Waiver of Community Eligibility Provision (CEP) Deadlines in the National School Lunch and School Breakfast Program (NSLP) are being extended. The deadline for the annual school-level identified student and enrollment data elements to the Arizona Department of Education (ADE) is being extended from June 30 to **August 31**. Please reference [HNS10-2020](#) for further details.

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Enrolled students are students who are enrolled and attending schools, and have access to at least one meal service (School Breakfast Program (SBP) or NSLP) daily. The number of enrolled students includes all students with participating in the programs.


Step by step instruction on completing this requirement is detailed in memo <https://cms.azed.gov/home/GetDocumentFile?id=5c869b111dcb250c085f1508>>HNS 03-2019 Annual Public Notification and Data Submission for All



# Individual Student Lookup

## Choose a Search Format

The page will refresh and show a *Search Format* dropdown where *Standard*, *State Student ID*, *SSN*, or the *Case Number* format may be applied. The following example will use *Standard*.



CNP Direct Certification

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#)

### Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format:

Standard (First and Last Name, Birthdate)

State Student ID (SAIS ID)

SSN

Case Number (DES SNAP/TANF Case Number)

S.No	F		Birth Date
1			

Search

Clear

# Individual Student Lookup

## Data Entry for Standard

Type the student's first name, last name, and birth date in the first row below of the table.

Arizona  
Department of Education

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#)

### Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
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[Frequently Asked Questions](#)

[Modify](#)

Search Format: Standard (First and Last Name, Birthdate) ▼

S.No	First Name	Last Name	Birth Date
1	Jodi	Walker	04/15/2003
2			

[Search](#) [Clear](#)

*When typing the birth date, it is important to ensure the format is input correctly. For example, 04/15/2003 is the correct format as shown above. Direct certification will only process dates in this format.*

# Individual Student Lookup

## Data Entry for Standard


Continue to do this for each student. Once you have entered the student information into the table, click the green *Search* bar at the bottom of the page.

[Home](#) [Direct Certification >>](#)

Direct Certification Individual Student Lookup

Search Format: Standard (First and Last Name, Birthdate) ▼

S.No	First Name	Last Name	Birth Date
1	Jody	Walker	04/15/2003
2	Johnathan	Tandoy	04/03/2013
3	Matthew	Green	12/30/2014
4	Dimitri	Long-Guevaraso	05/17/1993
5	Jacob	Villa Long	04/18/2000
6	Julia	Gonzalos	06/01/2005
7	George	Lane	10/30/1995
8	Shane	Pierres	02/08/2001
9	Cara	Cardena	09/10/2013
10	Lucas	Arellanos	1/22/2017
11			

 Search Clear

Please note that **99** students can be entered into Individual Student Lookup.

# Individual Student Lookup

## Results

Once *Search* is clicked, the page will refresh and display the results.



HomeDirect Certification +

HelpADECConnectLogout

Direct Certification Individual Student Lookup

New Search

Search Results

Download:  

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless
Lookup Standard	3/16/2018 9:46:52 AM	User, HNS	Ajo Unified District	5	1	2	2			1			

Show 10 entries

Search:

First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
Dimitri	Long-Guevaraso	05/17/1993	<a href="#">Partial Match</a>		
Jacob	Villa Long	04/18/2000	<a href="#">Partial Match</a>		
Jody	Walker	04/15/2003	No Match		
Johnathan	Tandoy	04/03/2013	Match		FOSTER
Matthew	Green	12/30/2014	No Match		

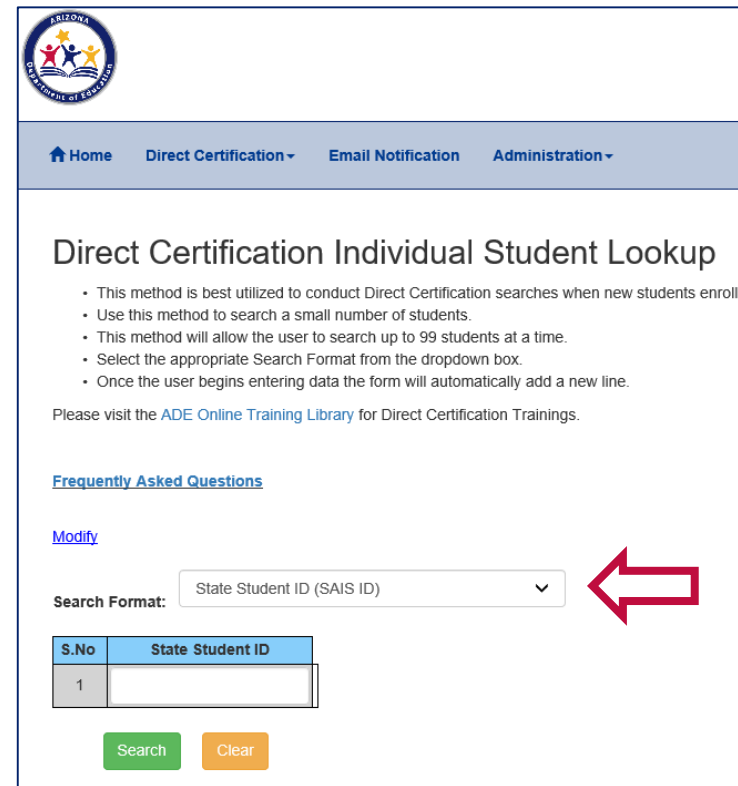
Showing 1 to 5 of 5 entries

Previous1Next

# Individual Student Lookup

## Choose a Search Format

*State Student ID* is another search format that may be used in Individual Student Lookup.



The screenshot shows the 'Direct Certification Individual Student Lookup' web application. At the top is the Arizona Department of Education logo. Below it is a navigation bar with links: Home, Direct Certification (selected), Email Notification, and Administration. The main heading is 'Direct Certification Individual Student Lookup'. Below this is a list of instructions: 'This method is best utilized to conduct Direct Certification searches when new students enroll.', 'Use this method to search a small number of students.', 'This method will allow the user to search up to 99 students at a time.', 'Select the appropriate Search Format from the dropdown box.', and 'Once the user begins entering data the form will automatically add a new line.' Below the instructions is a link to 'ADE Online Training Library' for Direct Certification Trainings. There is also a 'Frequently Asked Questions' link and a 'Modify' link. The 'Search Format:' dropdown menu is set to 'State Student ID (SAIS ID)', with a red arrow pointing to it. Below the dropdown is a table with two columns: 'S.No' and 'State Student ID'. The first row has '1' in the 'S.No' column and an empty text box in the 'State Student ID' column. At the bottom are 'Search' and 'Clear' buttons.

ARIZONA  
DEPARTMENT OF EDUCATION

Home Direct Certification Email Notification Administration

### Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format: State Student ID (SAIS ID) ▼

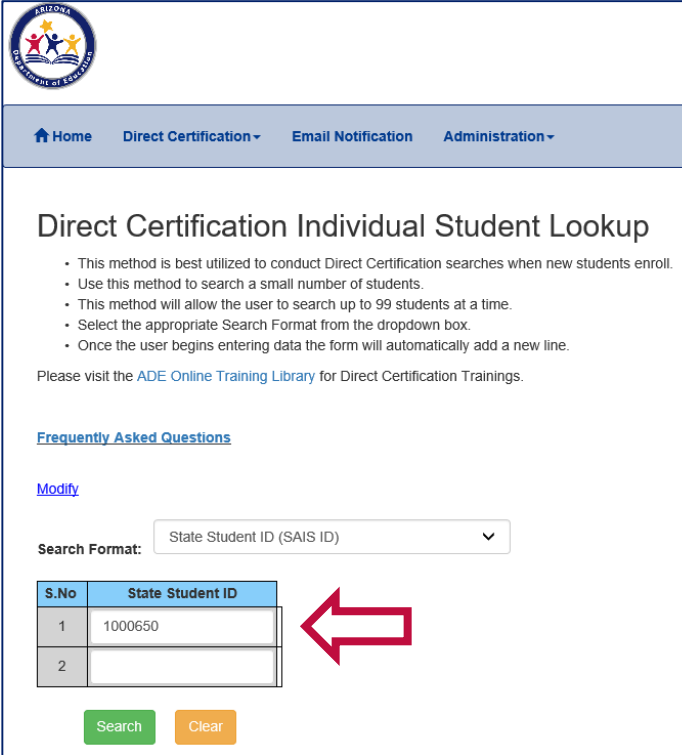
S.No	State Student ID
1	

Search Clear

# Individual Student Lookup

## Data Entry for State Student ID

Enter the student's *State Student ID* in the first row of the table.



The screenshot shows the 'Direct Certification Individual Student Lookup' page. At the top is the Arizona Department of Education logo and a navigation bar with links: Home, Direct Certification, Email Notification, and Administration. Below the navigation bar, the title 'Direct Certification Individual Student Lookup' is followed by a list of instructions: 'This method is best utilized to conduct Direct Certification searches when new students enroll.', 'Use this method to search a small number of students.', 'This method will allow the user to search up to 99 students at a time.', 'Select the appropriate Search Format from the dropdown box.', and 'Once the user begins entering data the form will automatically add a new line.' Below the instructions is a link to 'ADE Online Training Library' and a 'Frequently Asked Questions' link. A 'Modify' link is also present. The 'Search Format' dropdown menu is set to 'State Student ID (SAIS ID)'. Below this is a table with two columns: 'S.No' and 'State Student ID'. The first row of the table contains the number '1' and the ID '1000650'. The second row contains the number '2' and an empty input field. A large red arrow points to the empty input field in the second row. At the bottom of the form are 'Search' and 'Clear' buttons.

Arizona  
Department of Education

Home Direct Certification Email Notification Administration

### Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
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Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format: State Student ID (SAIS ID) ▼

S.No	State Student ID
1	1000650
2	

Search Clear

# Individual Student Lookup

## Data Entry for State Student ID

Continue to do this for each student. Once you have entered the student information into the table, click the green *Search* bar at the bottom of the page.

**Direct Certification Individual Student Lookup**

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Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format: State Student ID (SAIS ID) ▼

S.No	State Student ID
1	1000650
2	1854561
3	1487596
4	1859365
5	

Please note that **99** students can be entered into Individual Student Lookup.

# Individual Student Lookup

## Results

Once *Search* is clicked, the page will refresh and display the results.

HomeDirect Certification -

HelpADECConnectLogout

Direct Certification Individual Student Lookup

New Search

Search Results

Download

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FDPPIR	MEP	Homeless
Lookup SAIS ID	3/15/2018 10:02:20 AM	User, HNS	Ajo Unified District	5	1	2	2			1			

Show 10 entriesSearch:

State Student ID	Alternate Student ID	Withdrawn	School Name	First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
1000650			Ajo Elementary School	Jody	Walker	04/15/2003	No Match		
1015230			Ajo Elementary School	Johnathan	Tandoy	04/03/2013	Match		FOSTER
1019358			Ajo Elementary School	Matthew	Green	12/30/2014	No Match		
1030266			Ajo High School	Dimitri	Long-Guevaraso	05/17/1993	Partial Match		
1031648			Ajo High School	Jacob	Villa Long	04/18/2000	Partial Match		

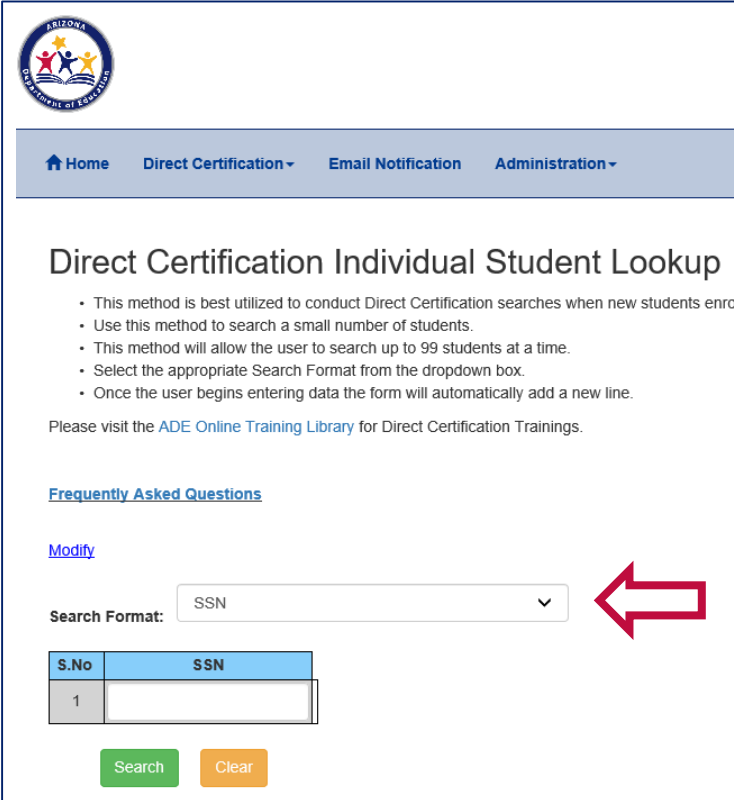
Showing 1 to 5 of 5 entriesPrevious1Next




# Individual Student Lookup

## Choose a Search Format

*Social Security Number (SSN)* is an additional search format.





[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#)

### Direct Certification Individual Student Lookup

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[Frequently Asked Questions](#)

[Modify](#)

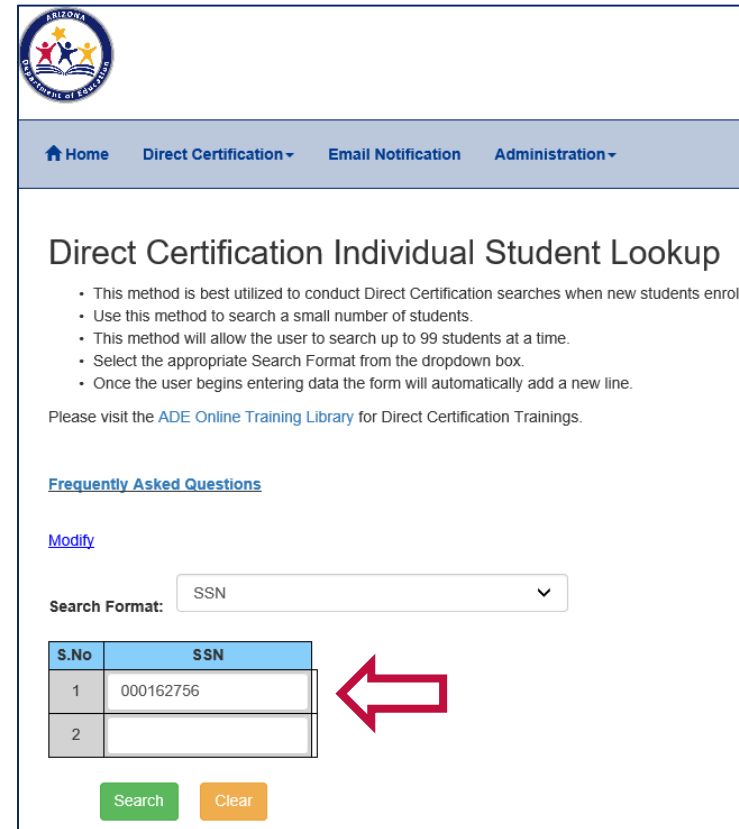
Search Format:

S.No	SSN
1	<input type="text"/>

# Individual Student Lookup

## Data Entry for SSN

Enter the student's SSN in the first row of the table.



**Direct Certification Individual Student Lookup**

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Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format:

S.No	SSN
1	000162756
2	

*Please note, that the SSN must be nine digits with no hyphens.*

# Individual Student Lookup

## Data Entry for SSN

Continue to do this for each student. Once you have entered the student information into the table, click the green *Search* bar at the bottom of the page.

### Direct Certification Individual Student Lookup

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Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format: SSN

S.No	SSN
1	000162756
2	658945628
3	689547589
4	325145896
5	215896589
6	
7	

Search Clear

Please note that **99** students can be entered into Individual Student Lookup.

# Individual Student Lookup



## Results

Continue to do this for each student. Once you have entered the student information into the table, click the green *Search* bar at the bottom of the page.

Direct Certification Individual Student Lookup

New Search

Search Results

Download:  

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless
Lookup SSN	3/16/2018 10:30:36 AM	User, HNS	Ajo Unified District	10	3		7	2		1			

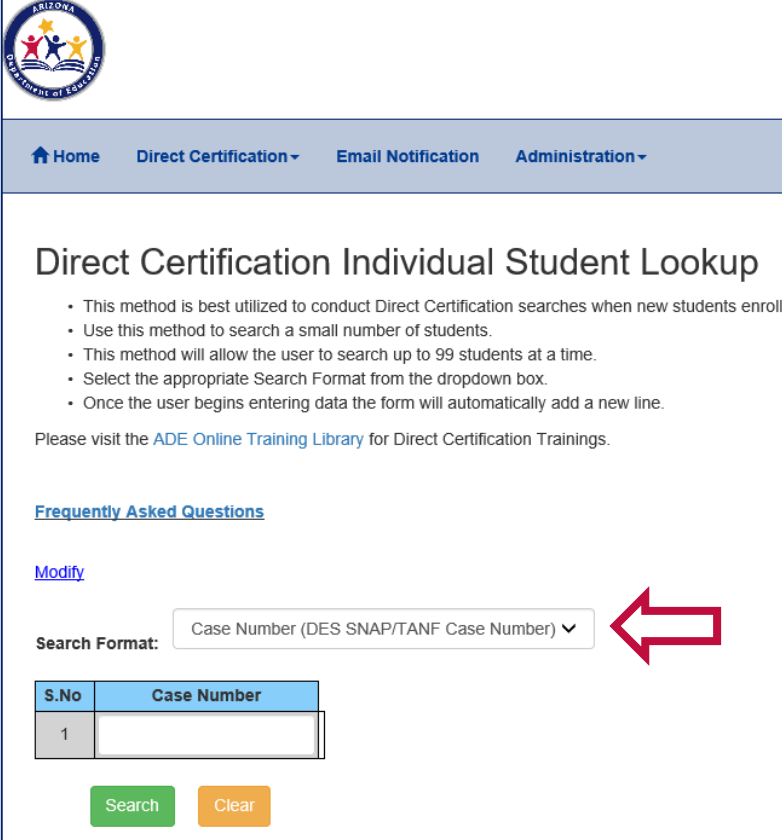
Show 10 entries Search:

SSN	First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
000162756				Match		FOSTER
000301011				Match	02/06/2018	SNAP
000380235				Match	09/09/2014	SNAP
000970637				No Match		
003211207				No Match		
528963214				No Match		
589632147				No Match		
589632147				No Match		
685963214				No Match		
789621455				No Match		

# Individual Student Lookup

## Choose a Search Format

*Case Number* may also be used to search in Individual Student Lookup.



**ARIZONA**  
DEPARTMENT OF EDUCATION

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#)

### Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format: Case Number (DES SNAP/TANF Case Number) ▼

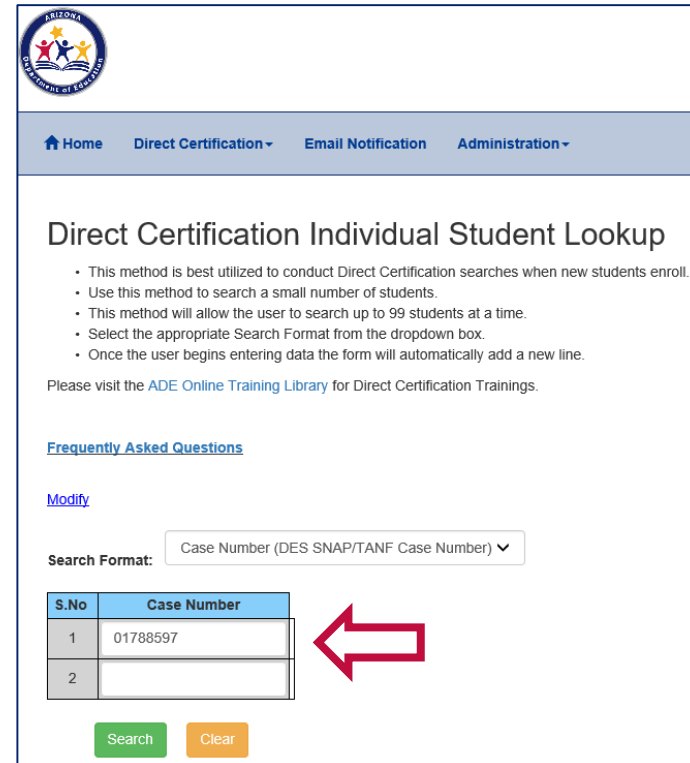
S.No	Case Number
1	

[Search](#) [Clear](#)

# Individual Student Lookup

## Data Entry for Case Number

Enter the student's *Case Number* in the first row of the table.



The screenshot shows the 'Direct Certification Individual Student Lookup' page. At the top is the Arizona Department of Education logo and a navigation bar with links: Home, Direct Certification (selected), Email Notification, and Administration. Below the navigation bar, the title 'Direct Certification Individual Student Lookup' is followed by a list of instructions: 'This method is best utilized to conduct Direct Certification searches when new students enroll.', 'Use this method to search a small number of students.', 'This method will allow the user to search up to 99 students at a time.', 'Select the appropriate Search Format from the dropdown box.', and 'Once the user begins entering data the form will automatically add a new line.' Below these instructions is a link to 'ADE Online Training Library' and a 'Frequently Asked Questions' link. A 'Modify' link is also present. The 'Search Format' dropdown is set to 'Case Number (DES SNAP/TANF Case Number)'. Below this is a table with two columns: 'S.No' and 'Case Number'. The first row contains '1' and '01788597'. The second row contains '2' and an empty field. A red arrow points to the empty field in the second row. At the bottom of the table are 'Search' and 'Clear' buttons.

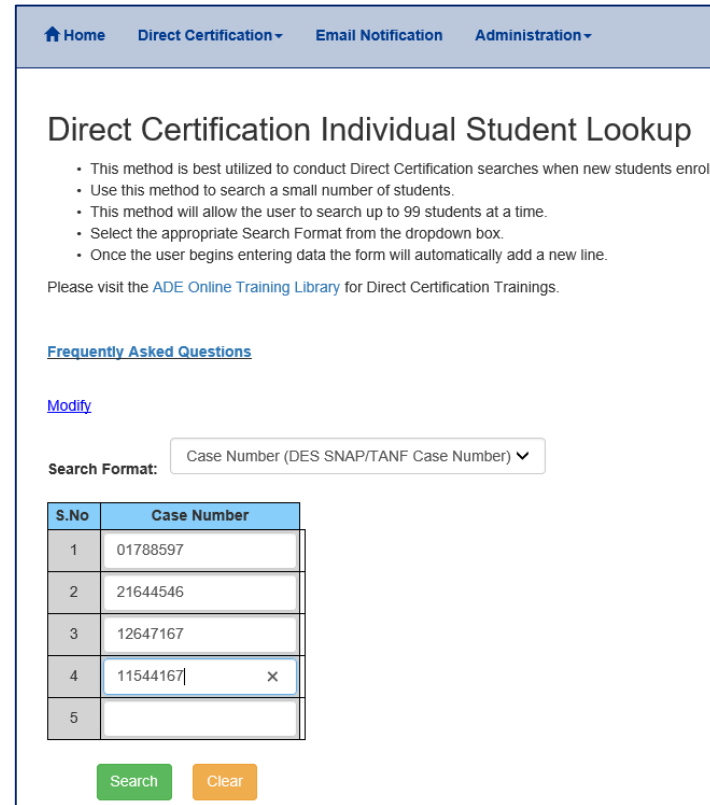
S.No	Case Number
1	01788597
2	

*Please note, that Case Numbers must be eight digits or less with no hyphens.*

# Individual Student Lookup

## Data Entry for Case Number

Continue to do this for each student. Once all case numbers have been entered into the table, click the green *Search* bar at the bottom of the page.



Home Direct Certification Email Notification Administration

### Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format: Case Number (DES SNAP/TANF Case Number) ▼

S.No	Case Number
1	01788597
2	21644546
3	12647167
4	11544167 ×
5	

Search Clear

Please note that **99** students can be entered into Individual Student Lookup.

# Individual Student Lookup

## Results



Once *Search* is clicked the page will refresh and display the results.

Direct Certification Individual Student Lookup

New Search

Search Results

Download:



Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless
Lookup Case Number	3/16/2018 11:47:24 AM	User, HNS	Ajo Unified District	5	5			5					

Show 10 entries

Search:

Case Number	Result	Decision Date	Eligibility Type
01788597	Match	11/03/2015	SNAP
02651664	Match	11/07/2017	SNAP
02968741	Match	12/05/2007	SNAP
03489658	Match	08/16/2017	SNAP
05236985	Match	02/14/2017	SNAP



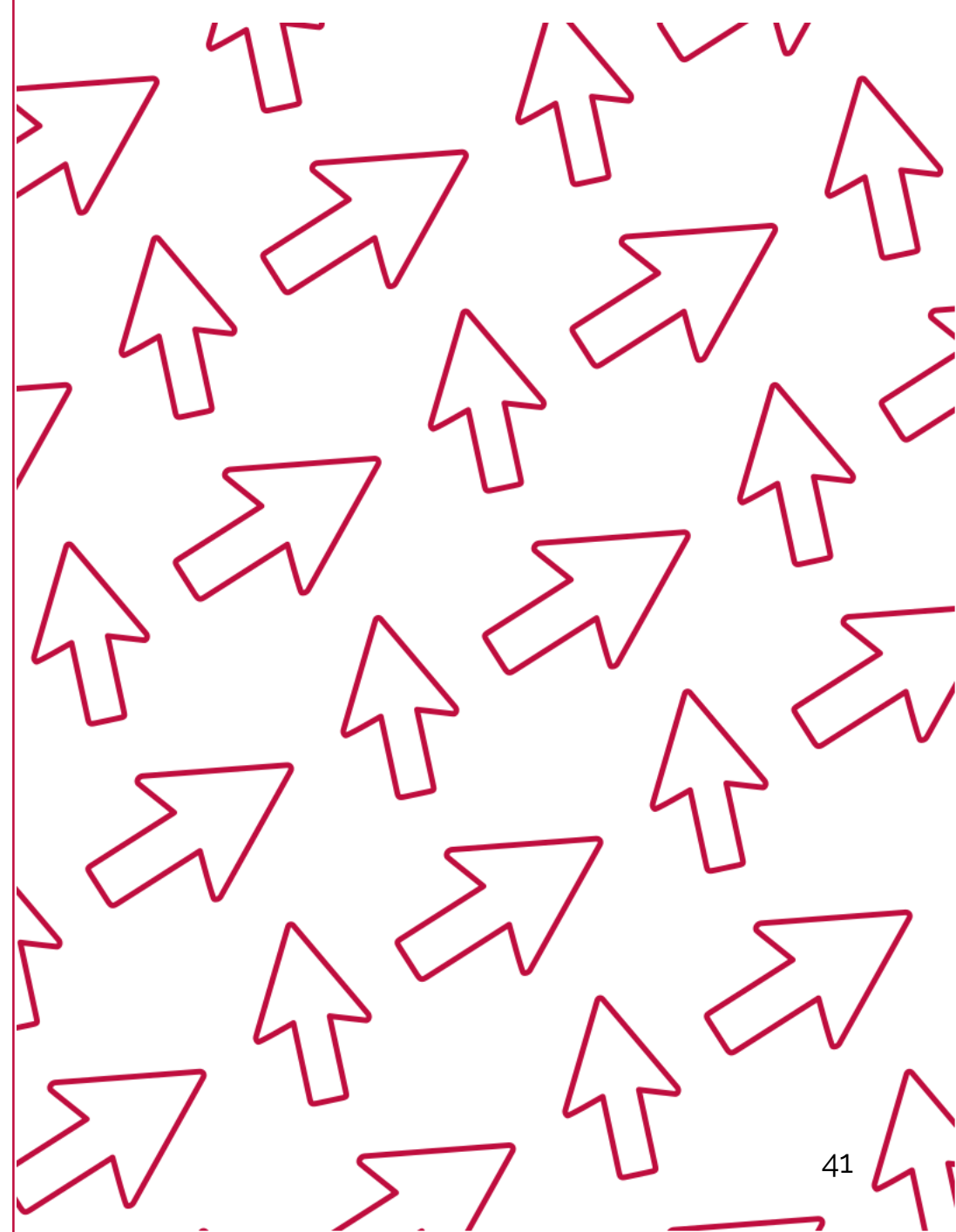
# Technical Assistance

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If you have any questions about directly certifying students for meal benefits, use the various other How-To Guides at:

<https://www.azed.gov/hns/nslp/programguidance/>

*For other questions about Direct Certification, please contact your School Nutrition Programs Specialist.*



# Congratulations

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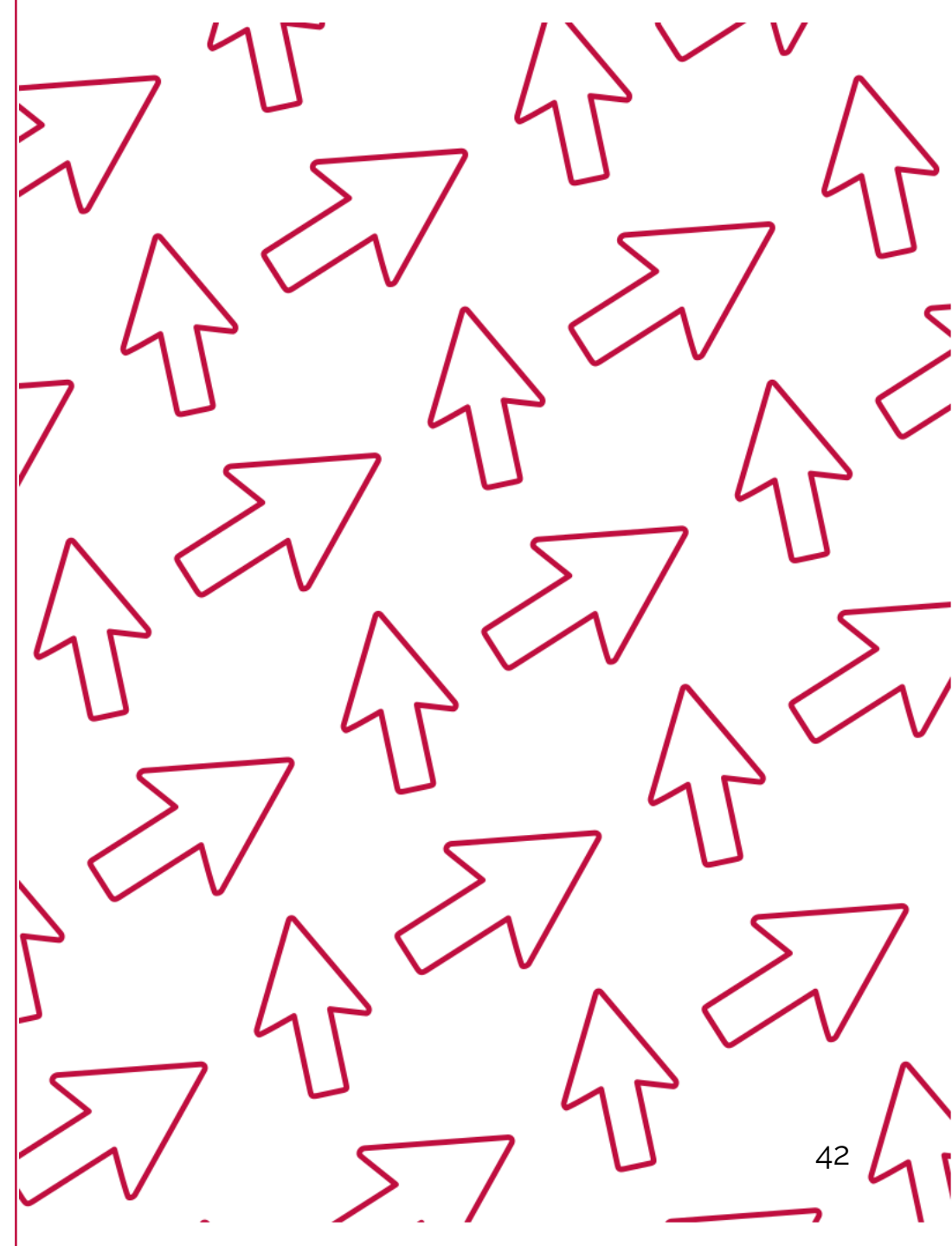
You have completed the Step-by-Step Instruction:  
***How to Conduct Direct Certification Using Individual Student Lookup***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** How to Conduct Direct Certification Using Individual Student Lookup
- **Learning Code:** 3120
- **Key Area:** 3000 – Administration
- **Length:** 30 minutes

*Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*



# Training Certificate

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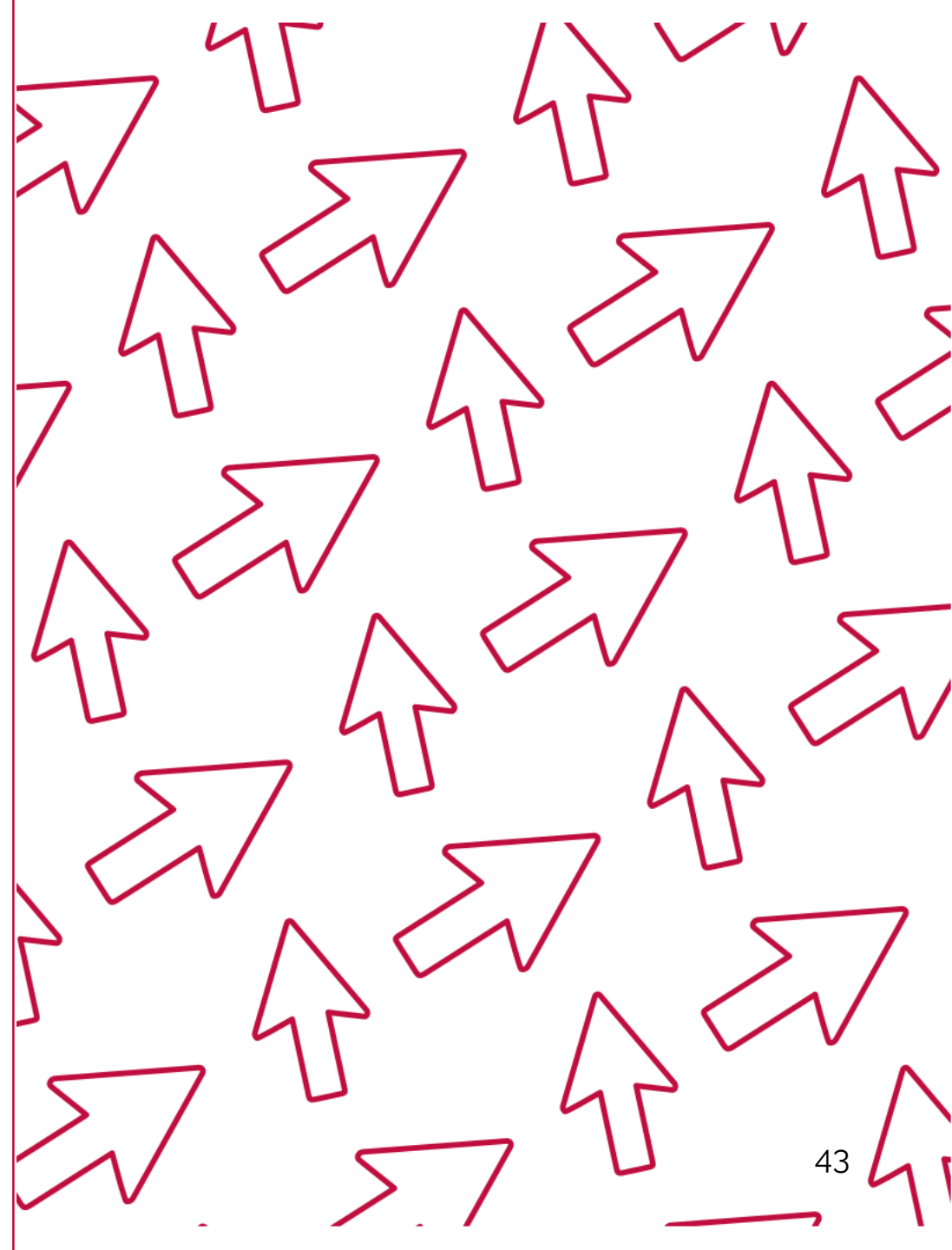
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

*\*This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey:

- Training Title: ***How to Conduct Direct Certification Using Individual Student Lookup***
- Professional Standards Learning Code: **3120**





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